

# Political Subdivisions



Political subdivisions with an Annual Operating Budget (AOB) over \$1 million are required by law to designate those individuals required to file an annual Personal Financial Disclosure (PFD).

## *To begin filing your Annual Filer's List...*

1. Go to [Political Subdivision E-Filing](#) system, enter your subdivision's MEC ID and Password (provided in Nov 12, 2014 letter) then select Log-In. Under *Information to be Filed by Political Subdivision*, select *Personal Financial Disclosure (PFD) Annual Filers*.
2. Review the list of individuals your subdivision previously designated as annual filers and update as needed.
3. Remove any individuals who are no longer employed or no longer designated as annual filers. You must include the date this designation ended.
4. Add any additional individuals your subdivision is designating as annual filers for the calendar year 2014.
5. Electronically submit the information no later than December 4, 2014.

**Designate Annual Filers by December 4<sup>th</sup>, 2014**

***Remember...it is the subdivision's responsibility to notify*** the individuals that have been designated as an annual required filer to file a PFD. Failure to notify individuals may result in the designating agency being responsible for any fines imposed for non-compliance.

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## **Missouri Ethics Commission**

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